



FDMS ADMIN 1.0

Release Notes

Release Date: April 23, 2016

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Release Summary

The FDMS Admin 1.0 Release is the first release of the new FDMS Admin Module. This release focuses on implementing the Users and Groups functionality that is available in FDMS 3. FDMS 3 will be decommissioned in the Fall of 2016. The features in this release include:

- Login Page
- Users
 - Create User
 - View User Details
 - Update User
 - Delete User
- Groups
 - Create Group
 - View Group Details
 - Update Group
 - Delete Group

Login Page

Only Agency Administrators can log into the FDMS Admin module. Agency Administrators log into the Admin Module with the same credentials they use for FDMS 3 and FDMS 4. Users may access the FDMS Admin Module through the link on the FDMS 4 homepage or through the direct link at <https://www.fdms.gov/admin>.

Note: In FDMS 4, the FDMS Admin module link will only be visible to Agency Administrators. Clicking on the link will take the Agency Administrator user to the FDMS Admin login page where they will need to enter in their login credentials.

Figure 1 – Link for Agency Administrators to log in to the Admin Module

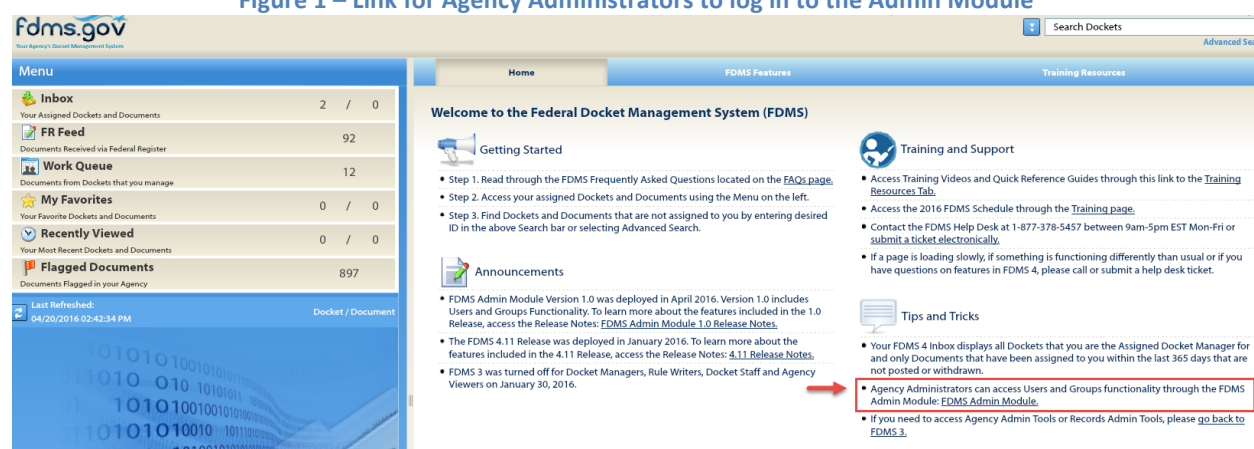





Figure 2 – FDMS Admin Login Screen



Your Agency's Docket Management System

Sign In

 Enter Login

 Enter Password

Login

You are requesting access to an official United States Federal Government application. The use of this application is for authorized purposes only. The Federal Government may monitor or audit use and accessing this application constitutes consent to such surveillance. Unauthorized attempts to upload and/or change information on this website is strictly prohibited under the computer fraud and abuse act of 1996 and title 18, usc, sec 1001 and 1030(a)(4) and may carry a punishment of 5 years imprisonment and/or a \$250,000 fine.

By logging into this system, you acknowledge that you understand the responsibilities of using this system and will comply with the Rules of Behavior for FDMS. See Rules of Behavior for additional details.

If you are looking for the Regulations.gov public site, find it at www.regulations.gov.

Users that are not assigned to the Agency Administrator role will receive a login failure message displayed below.

Figure 3 – Login Error Validation Message

The image shows a 'Sign In' form with a blue header. Below the header is a red error message box that reads: 'Login Failed: You have entered an invalid Username or Password. Please try again'. Below the error message are two input fields: 'Enter User ID' with a person icon and 'Enter Password' with a lock icon. At the bottom is a 'Login' button.

After logging into the Admin Module, Agency Administrators are defaulted to the Users List. Agency Administrators can navigate to the Users or Groups pages using the left panel navigation.

Figure 4 – Users Page, Default Home Page

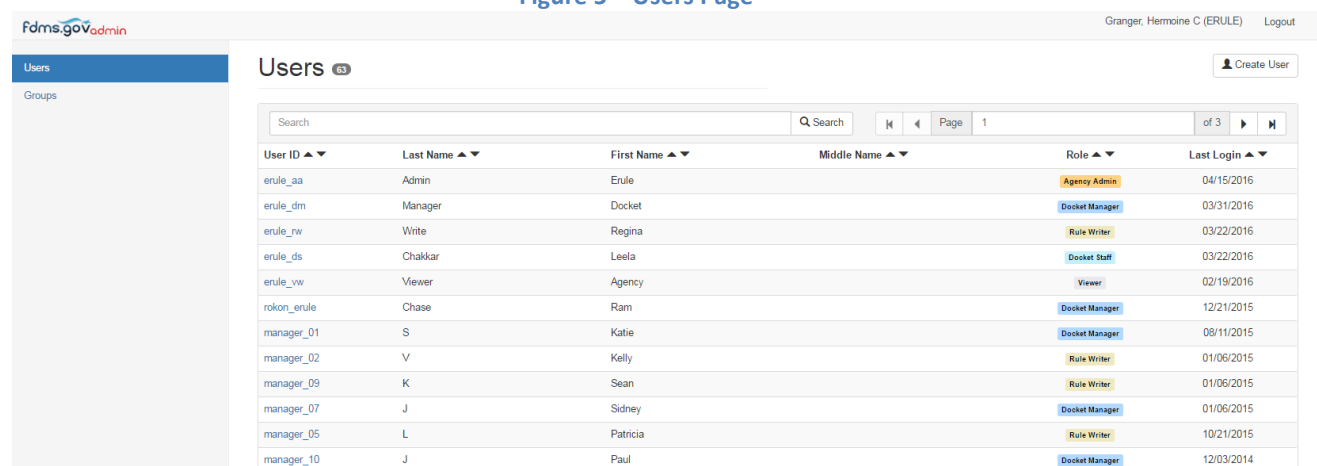
The image shows the 'Users' page in the 'Fdms.govadmin' system. The top header shows the user 'Granger, Hermoine C (ERULE)' and a 'Logout' link. The left sidebar has 'Users' and 'Groups' links. The main content area is titled 'Users' with a count of 71. It includes a search bar, a 'Create User' button, and a table with columns: User ID, Last Name, First Name, Middle Name, Role, and Last Login. The table is currently empty.

Users

Agency Administrators can view the complete list of users for their agency. Administrators can create users, view user details, edit user details, and delete users from their agency.

Note: In FDMS 3, Agency Administrators were not displayed in the User List, however, in the new Admin Module, Agency Administrators are now shown.

Figure 5 – Users Page



User ID ▲ ▼	Last Name ▲ ▼	First Name ▲ ▼	Middle Name ▲ ▼	Role ▲ ▼	Last Login ▲ ▼
erule_aa	Admin	Erule		Agency Admin	04/15/2016
erule_dm	Manager	Docket		Docket Manager	03/31/2016
erule_rw	Write	Regina		Rule Writer	03/22/2016
erule_ds	Chakkar	Leela		Docket Staff	03/22/2016
erule_vw	Viewer	Agency		Viewer	02/19/2016
rokon_erule	Chase	Ram		Docket Manager	12/21/2015
manager_01	S	Katie		Docket Manager	08/11/2015
manager_02	V	Kelly		Rule Writer	01/06/2015
manager_09	K	Sean		Rule Writer	01/06/2015
manager_07	J	Sidney		Docket Manager	01/06/2015
manager_05	L	Patricia		Rule Writer	10/21/2015
manager_10	J	Paul		Docket Manager	12/03/2014

The fields displayed on the Users page include: User ID, Last Name, First Name, Middle Name, Role, and Last Login. The fields can be sorted by ascending or descending order using the arrows to the right of the field name at the top. The sorting order is shown at the bottom of the page.

Figure 6 – Sort fields on the Users list

Granger, Hermoine C (ERULE) Logout

Users 63 [Create User](#)

Search Q Search Page 1 of 3

User ID ▲▼	Last Name ▲▼	First Name ▲▼	Middle Name ▲▼	Role ▲▼	Last Login ▲▼
erule_aa	Admin	Erule		Agency Admin	04/15/2016
erule_dm	Manager	Docket		Docket Manager	03/31/2016
erule_nw	Write	Regina		Rule Writer	03/22/2016
erule_ds	Chakkar	Leela		Docket Staff	03/22/2016
erule_vw	Viewer	Agency		Viewer	02/19/2016
rokon_erule	Chase	Ram		Docket Manager	12/21/2015
manager_01	S	Katie		Docket Manager	08/11/2015
manager_02	V	Kelly		Rule Writer	01/06/2015
manager_09	K	Sean		Rule Writer	01/06/2015
manager_07	J	Sidney		Docket Manager	01/06/2015
manager_05	L	Patricia		Rule Writer	10/21/2015
manager_10	J	Paul		Docket Manager	12/03/2014
manager_04	M	Maryam		Rule Writer	10/22/2015
writer03	V	Crystal		Rule Writer	01/07/2015
writer04	S	Gene-Hua		Rule Writer	07/17/2015
writer05	F	Kaori		Rule Writer	07/17/2015
erulesub2_aa-erule	Admin	Agency		Viewer	11/18/2014
manager_25	Q	Carlos		Docket Manager	01/02/2016
erule_admin1	Jones	Siri		Agency Admin	04/23/2015
erule_vw9	Wayne	Virginia		Viewer	04/10/2015
erule_uddin	Baggins	Frank		Docket Staff	02/04/2016
erulesub1_aa-erule	Admin	Agency		Docket Manager	04/23/2015
bah_tester	Millet	Chris		Viewer	04/12/2016
eruleuserjan	Austin	Jane		Agency Admin	01/25/2016
ameyers_dm	Meyers	Aaron		Docket Manager	01/25/2016

Sorted By: Middle Name, Ascending 1 - 25 of 63 Users

Agency Administrators have the ability to search for users in their agency by entering a full or partial name of the user in the search bar.

Figure 7 – Search for Users

Granger, Hermoine C (ERULE) Logout

Users 1 [Create User](#)

Chakkar Q Search

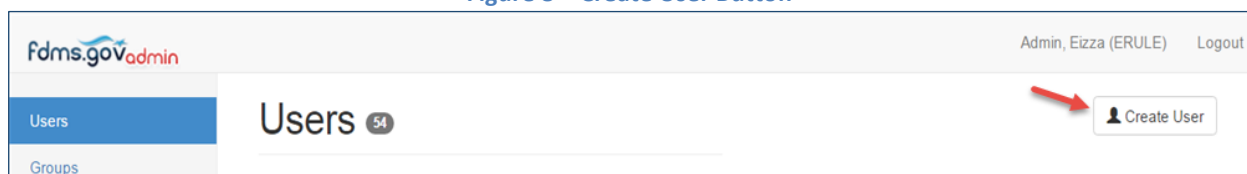
User ID ▲▼	Last Name ▲▼	First Name ▲▼	Middle Name ▲▼	Role ▲▼	Last Login ▲▼
erule_ds	Chakkar	Leela		Docket Staff	03/22/2016

Sorted By: Middle Name, Ascending 1 - 1 of 1 Users

Create Agency Users

Agency Administrators can create a new user through the *Create User* button on the top right corner in the Users page.

Figure 8 – Create User Button



After selecting the *Create User* button, the Create User form is displayed. The required fields are indicated with a red asterisk. Clicking on the *Create* button at the bottom of the form adds the new user to the agency. The Agency Administrator is responsible for providing login information to the new user.

Figure 9 – Create User Screen

A screenshot of the 'Create User' form. The form is titled 'Create User' with a user icon. A legend indicates that a red asterisk denotes a required field. The form is divided into three main sections: 'Add New User', 'Supervisory Point of Contact Information', and 'Access Level'.
Add New User section includes fields for: User ID (required), Password (required), Re-enter Password (required), First Name (required), Middle Name, Last Name (required), Telephone (required), Email (required), and Other.
Supervisory Point of Contact Information section includes fields for: First Name, Last Name, Title, Telephone, Telephone Ext, and Email.
Access Level section includes a radio button selection for 'Access Level' with options: Docket Manager, Docket Staff, Reg Writer, and Agency Viewer. The 'Docket Manager' option is selected. A red asterisk is next to the 'Access Level' label.
At the bottom right, there are 'Create' and 'Cancel' buttons.

Note: In FDMS 3, Agency Administrators select Secret Questions and Answers when creating new users. In the new Admin module, the Secret Questions section was removed from the Create User Screen to comply with Information Security best practices. If Agency Administrators create new user accounts, then they will need to inform the new users to add their Secret Questions and Answers in the User Profile in FDMS 4.

After entering the required user information, the Agency Administrator must assign an access level for the new user. The following table lists the user roles with their labels.

Label	Role
Agency Admin	Agency Administrator
Docket Manager	Docket Manager
Docket Staff	Docket Staff
Rule Writer	Rule Writer/Reg Writer
Viewer	Agency Viewer

Note: In this release, the Agency Viewer label was updated to Viewer and the Reg Writer label was updated to Rule Writer.

If the data entered does not meet the field or format requirements, a validation message will appear below the field.

Figure 10 – Required field Validation Message

Telephone: *

Telephone must be in the format ###-###-####

If an Agency Administrator attempts to submit the form and a required field entry is missing, a validation message will be displayed on the top of the page.

Figure 11 –Create User Submission Validation Message

Create User Failed: Please correct invalid entries before proceeding

 Create User

* Denotes Required Field

View User Details

Agency Administrators can view the User Details for a specific user by selecting that user from the Users list. The page includes the following sections: User Information, Supervisory Point of Contact Information, User Statistics, and a list of Groups the user belongs.

Note: The Last Login Date in the User Statistics section will be the same as the Created Date for new users until that user logs into FDMS.

Figure 12 –User Details Screen

Ben Michell Franklin

Docket Manager

Edit User

Delete

User Information

User ID: ben_franklin
Full Name: Ben Michell Franklin
Email: ben_michellfrank089@epa.gov
Phone: 123-323-2323
Other:

Supervisory Point of Contact Information

Full Name: Amanda Fry
Title: Ms.
Email: fry_amanda122@epa.gov
Phone: 243-343-3242
Ext:

User Statistics

Created Date: 04/13/2016
Last Login: 03/31/2016
Password Expires: 05/13/2016

Groups ⓘ

Add User to Group

Filter

Group Name ▲▼

Comments ▲▼

Remove

ALL

Sorted By: Group Name, Ascending

Update User Details

Agency Administrators can edit the User information through the *Edit User* button on the User Details page. The Agency Administrators can edit User Information, Supervisory Point of Contact Information, and Access Level for all users within their agency except other Agency Administrators and users with accounts outside of their agency.

Figure 13 – Edit User Screen

Edit User: Ben Michell Franklin

* Denotes Required Field

User Information

User ID: ben_franklin

First Name: Ben *

Middle Name: Michell

Last Name: Franklin *

Telephone: 123-323-2323 *

Email: ben_michellfrank089@epa.gov *

Other:

Supervisory Point of Contact Information

First Name: Amanda

Last Name: Fry

Title: Ms.

Telephone: 243-343-3242

Telephone Ext:

Email: fry_amanda122@epa.gov

Access Level

Access Level: ☐ Docket Manager ☒ Docket Staff ☐ Rule Writer ☐ Viewer *

Save

Cancel

Delete Users

Agency Administrators can initiate the user deletion process with the *Delete* button on the top right corner on the User Detail page. Agency Administrators cannot delete their own account, other Agency Administrator accounts or Secondary User accounts. The Agency Administrator must select a user to replace the assignments for the deleted user.

Figure 14 – Replace Assignments to Delete User

Delete: Sarah Jahan

Docket Manager

Please select a user to replace the assignments for 'Sarah Jahan'.

Find individuals from My Agency with Last Name starting with
johnson

Q Search

User ID ▲ ▼	Last Name ▲ ▼	First Name ▲ ▼	Middle Name ▲ ▼	Role ▲ ▼	Last Login ▲ ▼
erule_aa11	Johnson	Jack		Agency Admin	03/17/2016

Sorted By: User ID, Ascending

1 - 1 of 1 Users

Cancel

Figure 15 – Delete User Confirmation Message

Delete: Sarah Jahan

Docket Manager

Please confirm that you would like to delete:

Sarah Jahan Docket Manager

The assignments will be replaced with the following user:

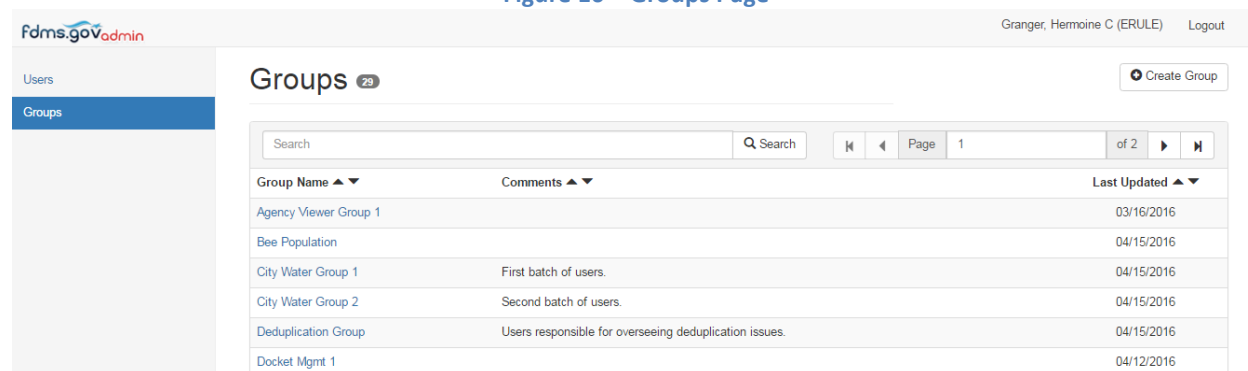
Jack Johnson Agency Admin

Delete Cancel

Groups

Agency Administrators can view the list of groups for their agency. They can create, view, update and delete groups.

Figure 16 – Groups Page



fdms.gov admin Granger, Hermoine C (ERULE) Logout

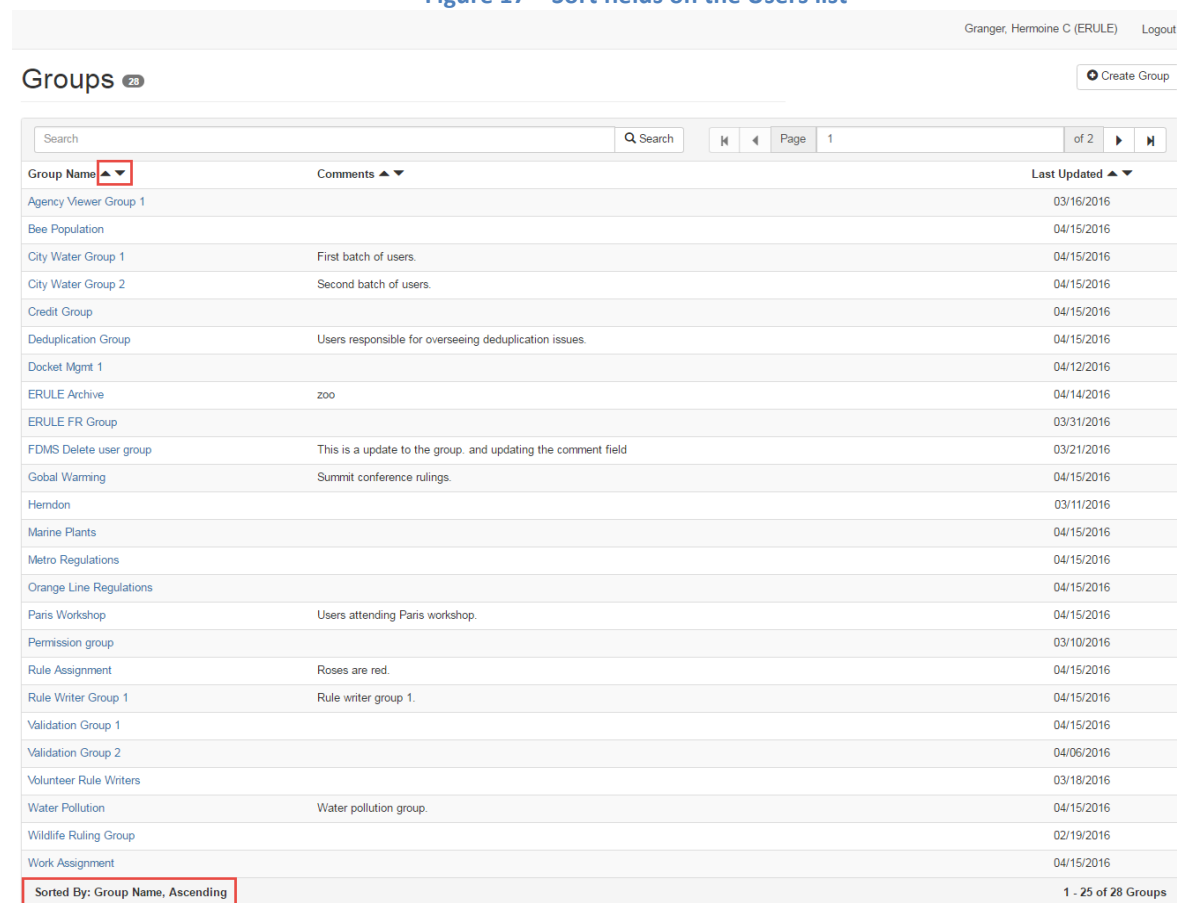
Users Groups

Groups 29 Create Group

Group Name ▲ ▼	Comments ▲ ▼	Last Updated ▲ ▼
Agency Viewer Group 1		03/16/2016
Bee Population		04/15/2016
City Water Group 1	First batch of users.	04/15/2016
City Water Group 2	Second batch of users.	04/15/2016
Deduplication Group	Users responsible for overseeing deduplication issues.	04/15/2016
Docket Mgmt 1		04/12/2016

The fields displayed on the Groups page include: Group Name, Comments, and Last Updated. The fields can be sorted by ascending or descending order using the arrows to the right of the field name at the top. The sorting order is shown at the bottom of the page.

Figure 17 – Sort fields on the Users list



Granger, Hermoine C (ERULE) Logout

Groups 28 Create Group

Group Name ▲ ▼	Comments ▲ ▼	Last Updated ▲ ▼
Agency Viewer Group 1		03/16/2016
Bee Population		04/15/2016
City Water Group 1	First batch of users.	04/15/2016
City Water Group 2	Second batch of users.	04/15/2016
Credit Group		04/15/2016
Deduplication Group	Users responsible for overseeing deduplication issues.	04/15/2016
Docket Mgmt 1		04/12/2016
ERULE Archive	zoo	04/14/2016
ERULE FR Group		03/31/2016
FDMS Delete user group	This is a update to the group. and updating the comment field	03/21/2016
Gobal Warming	Summit conference rulings.	04/15/2016
Hemdon		03/11/2016
Marine Plants		04/15/2016
Metro Regulations		04/15/2016
Orange Line Regulations		04/15/2016
Paris Workshop	Users attending Paris workshop.	04/15/2016
Permission group		03/10/2016
Rule Assignment	Roses are red.	04/15/2016
Rule Writer Group 1	Rule writer group 1.	04/15/2016
Validation Group 1		04/15/2016
Validation Group 2		04/06/2016
Volunteer Rule Writers		03/18/2016
Water Pollution	Water pollution group.	04/15/2016
Wildlife Ruling Group		02/19/2016
Work Assignment		04/15/2016

Sorted By: Group Name, Ascending 1 - 25 of 28 Groups

Agency Administrators can search for groups in their agency by entering a full or partial Group Name in the search bar.

Figure 18 – Search for Groups

Groups 3 Create Group

Water Search

Group Name ▲ ▼	Comments ▲ ▼	Last Updated ▲ ▼
City Water Group 1	First batch of users.	04/15/2016
City Water Group 2	Second batch of users.	04/15/2016
Water Pollution	Water pollution group.	04/15/2016

Sorted By: Group Name, Ascending 1 - 3 of 3 Groups

Create Groups

Agency Administrators can create a new Group through the *Create Group* button in the upper right hand corner within the Groups page.

Figure 19 – Create Group Screen

fdms.govadmin Admin, Eizza (ERULE) Logout

Users Groups

Create Group

* Denotes Required Field

Add a New Group

Group Name:

Comments:

Create Cancel

View Group Details

Agency Administrators can view the Group details page for an existing group by clicking on the Group Name within the Groups list. The page includes the following sections: Group Information, Group Statistics, and a list of users in the group. The Group Information contains Group Name, Last Updated and Comments. The Group Statistics section provides Agency Administrators with statistics regarding group assignments and permissions within FDMS.

Figure 20 – Group Details Screen

Rule Writer Group 1

Edit Group

Group Information

Group Name: Rule Writer Group 1

Last Updated: 04/15/2016

Comments: Rule writer group 1.

Group Statistics

The following counts represent the instances this Group is used.

Assigned Docket Manager:	0	Assigned Rule Writer:	0
Current Assignee:	1	Docket Assignments:	0
Agency Template Assignments:		0	
Non-Standard Document Assignments:		0	
Non-Standard Docket Permissions:		0	
Non-Standard Document Permissions:		0	

Users 1

Add User to Group

User ID ▲▼	Last Name ▲▼	First Name ▲▼	Middle Name ▲▼	Role ▲▼	Remove
erule_rw	White	Regina	5	Rule Writer	⊙

Sorted By: User ID, Ascending

The following table lists the definitions for the Group Statistics.

Group Statistic	Definition
Assigned Docket Manager	The number of Dockets where the group is designated as the Assigned Docket Manager
Assigned Rule Writer	The number of Dockets where the group is designated as the Assigned Rule Writer
Current Assignee	The number of Documents where the group is the Current Assignee as shown on the Document's Optional Details tab
Docket Assignments	The number of Dockets where the group is specified as the Assignee for one or more of the Document Statuses
Agency Template Assignments	The number of Agency Assignments Templates, including the Agency Default Assignment Template, where the group is specified as the Assignee for one or more of the Statuses
Non-Standard Document Assignments	The number of Documents with Non-Standard Assignments where the group is specified as the Assignee for one or more of the Statuses
Non-Standard Docket Permissions	The number of Dockets where the group has been granted Non-Standard Permissions
Non-Standard Document Permissions	The number of documents where the group has been granted non-standard permissions at the document-specific level

Update Group Details

Agency Administrators can update the Group Name and Comments fields through the *Edit Group* button on the top right corner of the Group Details page.

Figure 21 – Edit Group Screen

fdms.gov admin

Granger, Hermoine C (ERULE) Logout

Users

Groups

Edit Group: Wildlife Ruling Group

* Denotes Required Field

Edit Group

Group Name: Wildlife Ruling Group *

Comments:

Save Cancel

Agency Administrators can add users to a group through the *Add User to Group* button on the Group details screen. Agency Administrators can search for users to add to the Group.

Figure 22– Add User to Group Screen

Add User to Group: Wildlife Ruling Group

Please select a user to add to the group:

Find individuals from My Agency with Last Name starting with

Chakkar

Search

User ID ▲ ▼	Last Name ▲ ▼	First Name ▲ ▼	Middle Name ▲ ▼	Role ▲ ▼	Last Login ▲ ▼
erule_ds	Chakkar	Leela		Docket Staff	03/22/2016

Sorted By: User ID, Ascending

1 - 1 of 1 Users

Cancel

Figure 23– Add User to Group Screen Confirmation Message

Add User to Group: Wildlife Ruling Group

Please confirm that you would like to update the group and add the following user:

Leela Chakkar Docket Staff

Add User to Group Cancel

Delete Groups

Agency Administrators can delete a group through the Delete Button on the Group details page. The *Delete* button will be only enabled for groups that have zero references in all the Group Statistics fields.

Figure 24– Group Details Screen: *Delete* Button

The screenshot shows the 'Volunteer Rule Writers' group details page. At the top right, there are two buttons: 'Edit Group' and 'Delete'. A red arrow points to the 'Delete' button. The page is divided into two main sections: 'Group Information' and 'Group Statistics'.

Group Information

Group Name:	Volunteer Rule Writers
Last Updated:	03/18/2016
Comments:	

Group Statistics

The following counts represent the instances this Group is used.

Assigned Docket Manager:	0	Assigned Rule Writer:	0
Current Assignee:	0	Docket Assignments:	0
Agency Template Assignments:		0	
Non-Standard Document Assignments:		0	
Non-Standard Docket Permissions:		0	
Non-Standard Document Permissions:		0	

Users 0

Filter

User ID ▲▼	Last Name ▲▼	First Name ▲▼	Middle Name ▲▼	Role ▲▼	Remove
No values to display					

Add User to Group

Known Issues

There are no Known Issues to report as a result of this release.